

# Department of Administration

## Historical Summary

<b>OPERATING BUDGET</b>	<b>FY 2019 Total App</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Approp</b>	<b>FY 2021 Request</b>	<b>FY 2021 Gov Rec</b>
<b>BY DIVISION</b>					
Administration, Dept of	23,967,000	22,820,400	23,743,300	25,270,000	25,173,600
Capitol Commission	2,342,000	66,700	2,342,000	2,342,000	2,342,000
Bond Payments	11,877,000	11,467,000	19,777,000	19,777,000	19,777,000
Permanent Building Fund	165,028,600	33,733,100	70,351,900	46,528,800	46,528,800
<b>Total:</b>	<b>203,214,600</b>	<b>68,087,200</b>	<b>116,214,200</b>	<b>93,917,800</b>	<b>93,821,400</b>
<b>BY FUND CATEGORY</b>					
General	6,582,900	6,243,300	6,398,400	6,425,000	6,348,600
Dedicated	196,631,700	61,843,900	109,815,800	87,492,800	87,472,800
<b>Total:</b>	<b>203,214,600</b>	<b>68,087,200</b>	<b>116,214,200</b>	<b>93,917,800</b>	<b>93,821,400</b>
Percent Change:		(66.5%)	70.7%	(19.2%)	(19.3%)
<b>BY OBJECT OF EXPENDITURE</b>					
Personnel Costs	8,838,100	8,243,400	9,414,400	10,156,000	9,914,600
Operating Expenditures	20,357,400	17,579,500	27,126,900	25,854,900	25,999,900
Capital Outlay	174,019,100	42,264,300	79,672,900	57,906,900	57,906,900
<b>Total:</b>	<b>203,214,600</b>	<b>68,087,200</b>	<b>116,214,200</b>	<b>93,917,800</b>	<b>93,821,400</b>
Full-Time Positions (FTP)	114.00	114.00	121.00	125.00	125.00

## Department Description

The Department of Administration provides a wide variety of centralized services to the rest of state government, including public works; purchasing; life, health, and disability insurance to state employees; and property and casualty insurance for state agencies.

The Capitol Commission was initially responsible for the renovation of Idaho's State Capitol and grounds, and is now charged with overseeing its use and historic preservation.

The department's Bond Payments Program consolidates payment of the state's bonded indebtedness for the construction of buildings.

The Permanent Building Fund budget finances the maintenance and construction of state buildings, including those at the colleges and universities.

# Department of Administration

Analyst: Randolph

## Historical Summary

<b>OPERATING BUDGET</b>	<b>FY 2019 Total App</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Approp</b>	<b>FY 2021 Request</b>	<b>FY 2021 Gov Rec</b>
<b>BY PROGRAM</b>					
Management Services	1,349,200	1,108,700	1,199,200	1,526,900	1,507,000
Administrative Rules	446,600	421,400	0	0	0
Public Works	16,288,900	15,710,700	16,669,400	17,052,500	16,914,000
Purchasing	3,731,700	3,566,200	3,932,800	4,271,500	4,348,800
Insurance Management	2,150,600	2,013,400	1,941,900	2,419,100	2,403,800
<b>Total:</b>	<b>23,967,000</b>	<b>22,820,400</b>	<b>23,743,300</b>	<b>25,270,000</b>	<b>25,173,600</b>
<b>BY FUND CATEGORY</b>					
General	2,252,900	2,131,100	2,468,400	2,495,000	2,418,600
Dedicated	21,714,100	20,689,300	21,274,900	22,775,000	22,755,000
<b>Total:</b>	<b>23,967,000</b>	<b>22,820,400</b>	<b>23,743,300</b>	<b>25,270,000</b>	<b>25,173,600</b>
Percent Change:		(4.8%)	4.0%	6.4%	6.0%
<b>BY OBJECT OF EXPENDITURE</b>					
Personnel Costs	8,838,100	8,243,400	9,414,400	10,156,000	9,914,600
Operating Expenditures	14,864,200	14,265,800	14,328,900	14,961,700	15,106,700
Capital Outlay	264,700	311,200	0	152,300	152,300
<b>Total:</b>	<b>23,967,000</b>	<b>22,820,400</b>	<b>23,743,300</b>	<b>25,270,000</b>	<b>25,173,600</b>
Full-Time Positions (FTP)	114.00	114.00	121.00	125.00	125.00

## Division Description

1) **MANAGEMENT SERVICES:** Provides administrative, fiscal, legal, and human resource services to the department.

2) **ADMINISTRATIVE RULES:** Structures, promulgates, and disseminates all administrative rules subject to the Idaho Administrative Procedure Act. These functions are no longer provided by the department beginning July 1, 2019 as a result of H73 of 2019, which established the Office of the Administrative Rules Coordinator in the Division of Financial Management to perform these tasks and others.

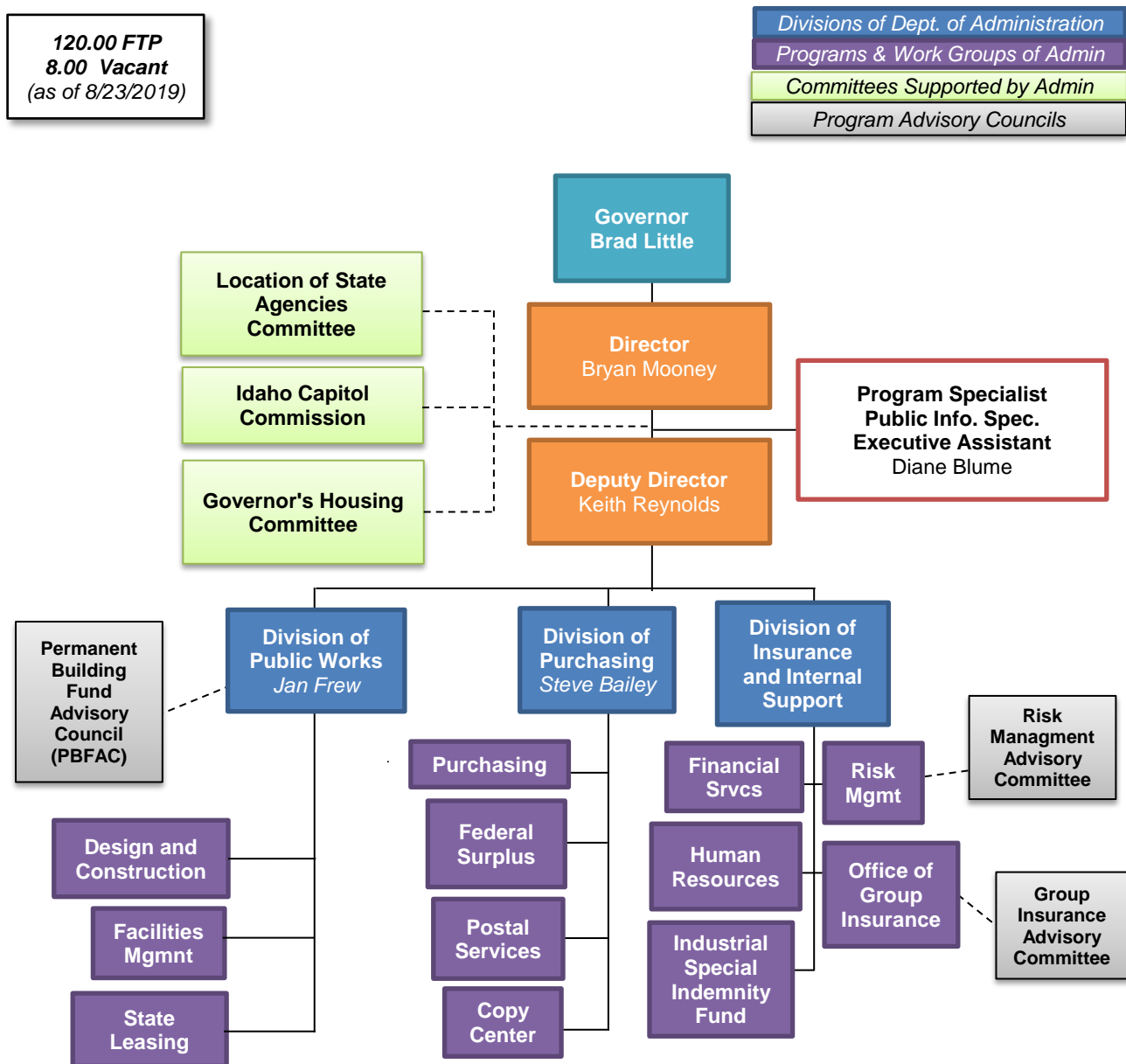
3) **PUBLIC WORKS:** Develops and oversees construction and renovation projects for state buildings, and manages leases for all state-leased office, retail, and warehouse space. Manages facilities at the Capitol Mall, Chinden Campus, and State Office Buildings in Idaho Falls and Lewiston.

4) **PURCHASING:** Acquires property for all state agencies through the competitive bidding process, assists in the donation of surplus federal property to state and local governments and eligible non-profits, and provides mail and copy center services to most state agencies.

5) **INSURANCE MANAGEMENT:** Negotiates and administers medical, dental, life, and disability insurance programs for state employees, and provides property and casualty insurance services to state government via insurance and self-insurance.

# Department of Administration Organizational Chart

Analyst: Randolph



Performance Management Report: <https://dfm.idaho.gov/publications/bb/perfreport/>

## Part I – Agency Profile

### Agency Overview

The **Department of Administration's mission** statement is to *"Provide responsive, cost effective, and timely support services to Idaho's policy makers, public agencies, and state employees as they serve Idaho citizens."* Its **vision** is to bring appropriate, innovative, and efficient operating practices to Idaho government, and it endeavors to root these ideals in its culture.

Under new leadership in 2019, the department created **new goals** to represent each of its major functions, and in support of the Governor's statewide goals--most specifically his vision to boost "**Confidence in State Government**".

With the passage of House Bill 73, the Office of the **Administrative Rules Coordinator** was transitioned to the Division of Financial Management as of July 1, 2019. Therefore, for FY20, 3 FTP's and \$464,400 in dedicated fund were transferred from Administration to the Governor's Office. FY19 will be the last year that measurements for Administrative Rules are reported.

In FY20 the Department of Administration is organized into **three divisions**, each committed to providing leadership, expertise, and value-added services within the following management functions.

#### Division of Insurance and Internal Support

- Risk Management, Liability, and Property Insurance (staff of 7)
- Group Insurance/Employee Benefits Programs (staff of 5)
- Industrial Special Indemnity Fund (ISIF) (staff of 2)
- Internal, and Small Agency Support (Fiscal, Human Resources, Director's Office) (staff of 11)
- Postal Services (staff of 13)
- Printing Services (staff of 2)
- Capitol Mall Security (staff of 2)

#### Division of Purchasing

- Purchasing/Contract Administration (staff of 16)
- Federal Surplus (staff of 3)

#### Division of Public Works

- Design/Construction Management (staff of 28)
- Facilities Management – Capitol Mall and Chinden Campus (staff of 30)
- Statewide Leasing (staff of 2)

Administration supports the Idaho Capitol Commission, the Governor's Housing Committee, the Group Insurance Advisory Committee (GIAC), Risk Management Advisory Committee (RMAC) and the Permanent Building Fund Advisory Council (PBFAC). An advisory committee to oversee the Division of Purchasing is currently being developed. Administration also provides financial and human resources functions for the Idaho Commission on Hispanic Affairs (ICHA) and the Office of Information Technology Services (ITS).

In the Boise area, the Department has offices in the Len B. Jordan Building, the Borah Building, the Capitol Mall Parking Garage #1, the Public Works Building, and the Chinden Campus. The Federal Surplus Program is stationed in Caldwell. Additionally, the Division of Public Works has satellite offices in Pocatello, Lewiston, and Moscow. Facilities Services manages the Capitol Mall, the Chinden Campus, and the Lewiston and Idaho Falls State Office Buildings.

### Core Functions/Idaho Code

**Office of the Director:** Leads the department with guiding values of customer service, integrity, honesty, innovation, and communication. It supports the following statutory oversight groups.

**Part II – Performance Measures**

Performance Measure		FY 2016	FY 2017	FY 2018	FY 2019	FY 2020
Goal 1 – Office of Risk Management						
Reduce claims frequency which will reduce overall costs to the state associated with risk loss.						
1. Reduce frequency of claims by 2% annually through FY20.  (Based on initial claims counts without smoothing for growth.)	actual	503	554 *	361	357	N/A-
	target	495	485	475	466	N/A
(Increase to Account for Year- over-Year Annual Growth)	target	507	499	545	552	N/A
Goal 2 – Division of Public Works**						
Reduce the average length of time between project bid date and issuing a Notice to Proceed, authorizing construction.						
2. Reduce the average number of days between project bid date and issuing Notice to Proceed by 5% per year until benchmark has been reached.	actual	44.6 days	41 days	39 days	37 days	-----
	target	44.6 days	42.4 days	39 days	37.1 days	35.15 days
Goal 3 – Office of the Administrative Rules Coordinator***						
Complete the Administrative Code Archive Project						
3. Increase the number of archived rules by 5 agencies annually until benchmark has been reached.	actual	9	12	17	20	N/A
	target	N/A	14	17	22	N/A
Goal 4 – Postal Services and Federal Surplus Property (Division of Purchasing) ****						
Increase the volume of pieces processed by the state's Postal Services; and, increase the number of qualifying entities utilizing the Federal Surplus Properties program to maximize the value of existing resources and reduce overall costs to state and other public agencies.						
4. Postal Services increases volume of pieces processed each year by 2.5% until 10% benchmark is reached in FY21. Baseline established in FY17.	actual	N/A	7,104,159	10,527,937	11,170,319	-----
	target	N/A	N/A	7,281,762	10,791,135	11,449,576
5. Federal Surplus Properties increases the annual number of registered and/or active donees by 2.5% each year until 10% benchmark is reached by FY21. Baseline established in FY17.	actual	N/A	109	111	141	-----
	target	N/A	N/A	111	113	N/A

New Performance Measure		FY 2016	FY 2017	FY 2018	FY 2019	FY 2020
Goal 5 – Division of Purchasing ***** Implement an in-state purchasing certification program.						
6. Increase number of in-state certifications for individuals with delegated authority by 25% each year beginning in FY19 until benchmark is reached. (Current # of state employees with delegated authority who have in-state certification established end of FY18.)	actual	N/A	0	0	0	-----
	target	N/A	N/A	N/A	N/A	N/A
Goal 6 – Office of Group Insurance Examine the State's Group Insurance Program administration costs to establish a benchmark and minimize annual variability.						
7. Program operating costs increase by no more than 3% annually.	actual	\$4.08	\$3.75	\$3.50	\$3.50	-----
	target	N/A	N/A	<= \$3.86	<=\$3.61	<=3.61
Goal 7 – Second Injury Fund Enhance awareness of role, function, and processes of the Industrial Special Indemnity Fund (ISIF) for workers compensation practitioners and specialists.						
8. On an annual basis, provide presentations to at least 2 workers compensation industry meetings where there is also an opportunity to share information to individuals new to the industry.	actual	N/A	6	4	7	-----
	target	N/A	>= 2	>= 2	>=2	>=2

### Performance Measure Explanatory Notes

- \* 2017 adverse results were due to weather severity which resulted in a significant increase in property claims. This will be the last year for this goal. A new goal has been established for FY20 and beyond.
- \*\* Of the 37-day average, the time to receive an authorization letter from the agency is one third (13 days) of that total time. DPW will need to work with the agencies on strategies to reduce the time required to authorizing the acceptance of the bid.
- \*\*\* This will be the last year Administration's performance report will address the Office of Administrative Rules (#3) due to its transfer to the Division of Financial Management. Therefore, no targets are proposed for FY20.
- \*\*\*\* Both Postal Services and Federal Surplus Properties met their targets and will thus have new goals established for FY20 and beyond.
- \*\*\*\*\* The Division of Purchasing has not yet rolled out a state certification program. This will be accomplished in FY20 Q1, a baseline measurement can then be established.

#### For More Information Contact

Diane Blume, Program Specialist  
Administration, Department of  
650 W State Street, Rm 100  
PO Box 83720  
Boise, ID 83720-0003  
Phone: 332-1826  
E-mail: [diane.blume@adm.idaho.gov](mailto:diane.blume@adm.idaho.gov)

# Management Services

Analyst: Randolph

## FY 2019 Actual Expenditures by Division by Program

		FTP	PC	OE	CO	T/B	LS	Total
<b>0.30</b>	<b>FY 2019 Original Appropriation</b>							
	0001-00 Gen	1.58	170,000	177,700	0	0	0	347,700
	0365-00 Ded	1.90	141,600	100	0	0	0	141,700
	0450-00 Ded	4.52	564,800	111,500	0	0	0	676,300
	0456-00 Ded	0.25	19,200	0	0	0	0	19,200
	0461-00 Ded	0.85	71,400	100	0	0	0	71,500
	0462-00 Ded	0.70	51,600	0	0	0	0	51,600
	0475-05 Ded	0.20	17,800	0	0	0	0	17,800
	0519-00 Ded	0.20	23,400	0	0	0	0	23,400
	<b>Totals:</b>	10.20	1,059,800	289,400	0	0	0	1,349,200
<b>1.00</b>	<b>FY 2019 Total Appropriation</b>							
	0001-00 Gen	1.58	170,000	177,700	0	0	0	347,700
	0365-00 Ded	1.90	141,600	100	0	0	0	141,700
	0450-00 Ded	4.52	564,800	111,500	0	0	0	676,300
	0456-00 Ded	0.25	19,200	0	0	0	0	19,200
	0461-00 Ded	0.85	71,400	100	0	0	0	71,500
	0462-00 Ded	0.70	51,600	0	0	0	0	51,600
	0475-05 Ded	0.20	17,800	0	0	0	0	17,800
	0519-00 Ded	0.20	23,400	0	0	0	0	23,400
	<b>Totals:</b>	10.20	1,059,800	289,400	0	0	0	1,349,200
<b>1.13</b>	<b>Net FTP or Fund Adjustment</b>							
	0450-00 Ded	0.38	0	0	0	0	0	0
	0461-00 Ded	(0.19)	0	0	0	0	0	0
	0462-00 Ded	(0.19)	0	0	0	0	0	0
	<b>Totals:</b>	0.00	0	0	0	0	0	0
<b>1.31</b>	<b>Net Transfer Between Programs</b>							
	0450-00 Ded	0.00	(50,000)	0	0	0	0	(50,000)
	<b>Totals:</b>	0.00	(50,000)	0	0	0	0	(50,000)
<b>1.61</b>	<b>Reverted Appropriation</b>							
	0001-00 Gen	0.00	(2,500)	(97,600)	0	0	0	(100,100)
	0365-00 Ded	0.00	(4,600)	(100)	0	0	0	(4,700)
	0450-00 Ded	0.00	(30,400)	(12,700)	0	0	0	(43,100)
	0456-00 Ded	0.00	(5,800)	0	0	0	0	(5,800)
	0461-00 Ded	0.00	(19,800)	(100)	0	0	0	(19,900)
	0462-00 Ded	0.00	(9,700)	0	0	0	0	(9,700)
	0475-05 Ded	0.00	(4,100)	0	0	0	0	(4,100)
	0519-00 Ded	0.00	(3,100)	0	0	0	0	(3,100)
	<b>Totals:</b>	0.00	(80,000)	(110,500)	0	0	0	(190,500)

# Management Services

Analyst: Randolph

## FY 2019 Actual Expenditures by Division by Program

		FTP	PC	OE	CO	T/B	LS	Total
<b>2.00 FY 2019 Actual Expenditures</b>								
0001-00	Gen	1.58	167,500	80,100	0	0	0	247,600
General			167,500	80,100	0	0	0	247,600
0365-00	Ded	1.90	137,000	0	0	0	0	137,000
Permanent Building			137,000	0	0	0	0	137,000
0450-00	Ded	4.90	484,400	98,800	0	0	0	583,200
Administration and Accounting Services			484,400	98,800	0	0	0	583,200
0456-00	Ded	0.25	13,400	0	0	0	0	13,400
Federal Surplus Property Revolving			13,400	0	0	0	0	13,400
0461-00	Ded	0.66	51,600	0	0	0	0	51,600
Employee Group Insurance			51,600	0	0	0	0	51,600
0462-00	Ded	0.51	41,900	0	0	0	0	41,900
Retained Risk			41,900	0	0	0	0	41,900
0475-05	Ded	0.20	13,700	0	0	0	0	13,700
Administrative Code			13,700	0	0	0	0	13,700
0519-00	Ded	0.20	20,300	0	0	0	0	20,300
Industrial Special Indemnity			20,300	0	0	0	0	20,300
<b>Totals:</b>		10.20	929,800	178,900	0	0	0	1,108,700

### Difference: Actual Expenditures minus Total Appropriation

0001-00	Gen	(2,500)	(97,600)	0	0	0	(100,100)
General		(1.5%)	(54.9%)	N/A	N/A	N/A	(28.8%)
0365-00	Ded	(4,600)	(100)	0	0	0	(4,700)
Permanent Building		(3.2%)	(100.0%)	N/A	N/A	N/A	(3.3%)
0450-00	Ded	(80,400)	(12,700)	0	0	0	(93,100)
Administration and Accounting Services		(14.2%)	(11.4%)	N/A	N/A	N/A	(13.8%)
0456-00	Ded	(5,800)	0	0	0	0	(5,800)
Federal Surplus Property Revolving		(30.2%)	N/A	N/A	N/A	N/A	(30.2%)
0461-00	Ded	(19,800)	(100)	0	0	0	(19,900)
Employee Group Insurance		(27.7%)	(100.0%)	N/A	N/A	N/A	(27.8%)
0462-00	Ded	(9,700)	0	0	0	0	(9,700)
Retained Risk		(18.8%)	N/A	N/A	N/A	N/A	(18.8%)
0475-05	Ded	(4,100)	0	0	0	0	(4,100)
Administrative Code		(23.0%)	N/A	N/A	N/A	N/A	(23.0%)
0519-00	Ded	(3,100)	0	0	0	0	(3,100)
Industrial Special Indemnity		(13.2%)	N/A	N/A	N/A	N/A	(13.2%)
<b>Difference From Total Approp</b>		<b>(130,000)</b>	<b>(110,500)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(240,500)</b>
<b>Percent Diff From Total Approp</b>		<b>(12.3%)</b>	<b>(38.2%)</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>(17.8%)</b>



# Department of Administration

Analyst: Randolph

## Comparative Summary

Decision Unit	Agency Request			Governor's Rec		
	FTP	General	Total	FTP	General	Total
<b>FY 2020 Original Appropriation</b>	<b>121.00</b>	<b>2,468,400</b>	<b>23,743,300</b>	<b>121.00</b>	<b>2,468,400</b>	<b>23,743,300</b>
1. Security Ops Div Admin	0.00	0	129,900	0.00	0	129,400
Sick Leave Rate Reduction	0.00	0	0	0.00	(1,700)	(21,200)
1% Onetime General Fund Reduction	0.00	0	0	0.00	(24,700)	(24,700)
<b>FY 2020 Total Appropriation</b>	<b>121.00</b>	<b>2,468,400</b>	<b>23,873,200</b>	<b>121.00</b>	<b>2,442,000</b>	<b>23,826,800</b>
Noncognizable Funds and Transfers	0.00	0	0	0.00	0	0
<b>FY 2020 Estimated Expenditures</b>	<b>121.00</b>	<b>2,468,400</b>	<b>23,873,200</b>	<b>121.00</b>	<b>2,442,000</b>	<b>23,826,800</b>
Removal of Onetime Expenditures	0.00	0	(112,800)	0.00	0	(112,800)
Restore Ongoing Rescissions	0.00	0	0	0.00	26,400	45,900
<b>FY 2021 Base</b>	<b>121.00</b>	<b>2,468,400</b>	<b>23,760,400</b>	<b>121.00</b>	<b>2,468,400</b>	<b>23,759,900</b>
Benefit Costs	0.00	31,100	274,400	0.00	(2,200)	(25,800)
Inflationary Adjustments	0.00	0	15,200	0.00	0	15,200
Replacement Items	0.00	0	73,200	0.00	0	73,200
Statewide Cost Allocation	0.00	(10,800)	(69,600)	0.00	(10,800)	(61,800)
Change in Employee Compensation	0.00	6,300	80,900	0.00	12,600	160,000
<b>FY 2021 Program Maintenance</b>	<b>121.00</b>	<b>2,495,000</b>	<b>24,134,500</b>	<b>121.00</b>	<b>2,468,000</b>	<b>23,920,700</b>
1. Self Insured Implementation	0.00	0	350,000	0.00	0	350,000
2. Chinden Campus - Ship/Rec Handler	1.00	0	126,500	1.00	0	125,000
3. Risk Mgmt - Loss Control Prog Mgr	1.00	0	101,600	1.00	0	101,300
4. Printing Svcs - Doc Mgmt Sys	0.00	0	80,000	0.00	0	80,000
5. Design/Construction Project Manager	1.00	0	92,600	1.00	0	92,100
6. Capitol Mall - Shipping/Receiving Handler	1.00	0	45,400	1.00	0	43,900
7. LBJ Room 100 Remodel	0.00	0	314,400	0.00	0	314,400
8. Projectmates Licenses	0.00	0	25,000	0.00	0	25,000
9. Purchasing Consultant	0.00	0	0	0.00	0	150,000
OITS 1 - Operating Costs	0.00	0	0	0.00	0	1,600
OITS 2 - Servers and Licensing	0.00	0	0	0.00	0	18,900
OITS 4 - Agency Billings	0.00	0	0	0.00	0	100
2% General Fund Reduction & Exemptions	0.00	0	0	0.00	(49,400)	(49,400)
<b>FY 2021 Total</b>	<b>125.00</b>	<b>2,495,000</b>	<b>25,270,000</b>	<b>125.00</b>	<b>2,418,600</b>	<b>25,173,600</b>
Change from Original Appropriation	4.00	26,600	1,526,700	4.00	(49,800)	1,430,300
% Change from Original Appropriation		1.1%	6.4%		(2.0%)	6.0%

# Department of Administration

Analyst: Randolph

Budget by Decision Unit	FTP	General	Dedicated	Federal	Total
<b>FY 2020 Original Appropriation</b>					
The Legislature funded four line items for FY 2020. These included 8.00 and a net zero transfer of \$484,200 within dedicated funds for Chinden Campus Maintenance Staffing, 2.00 FTP and \$160,000 for contract administration personal, a reduction of 3.00 FTP and \$466,200 to move the Administrative Rules program to the Division of Financial Management as a result of H73, and a reduction of \$297,000 for technology consolidation and modernization.					
	121.00	2,468,400	21,274,900	0	23,743,300

## 1. Security Ops Div Admin

## Public Works

The agency requests \$126,400 in ongoing personnel costs and \$3,500 in onetime operating expenditures for a total request of \$129,900 from the dedicated Administration and Accounting Services Fund, to hire a new Security Operations Division Administrator. This position is requested at 100% of policy, as the agency anticipates difficulty hiring. The agency, in partnership with the Director of Legislative Services Office, asserts that in light of ongoing security threats to public entities nationwide, this position will provide proactive and technical leadership in strategic planning, and oversight and implementation of a statewide physical security program. A bipartisan letter of support from members of Legislative leadership was received with the budget submission.

Agency Request	0.00	0	129,900	0	129,900
<i>Recommended by the Governor with changes for benefits and compensation.</i>					
Governor's Recommendation	0.00	0	129,400	0	129,400

## Sick Leave Rate Reduction

Agency Request	0.00	0	0	0	0
<i>The Governor recommends a six-month reduction of funding for employers who contribute to the PERSI-managed sick leave plan. This reduction will begin to draw down the reserve balance, which has grown significantly during the past several years.</i>					
Governor's Recommendation	0.00	(1,700)	(19,500)	0	(21,200)

## 1% Onetime General Fund Reduction

Agency Request	0.00	0	0	0	0
<i>The Governor recommends a onetime 1% General Fund rescission.</i>					
Governor's Recommendation	0.00	(24,700)	0	0	(24,700)

## FY 2020 Total Appropriation

Agency Request	121.00	2,468,400	21,404,800	0	23,873,200
Governor's Recommendation	121.00	2,442,000	21,384,800	0	23,826,800

## Noncognizable Funds and Transfers

## Management Services, Purchasing

This request transfers 0.20 FTP within the Management Services Program from the Administrative Code Fund to the Administration and Accounting Services Fund, for a net change of zero.

Second, this request transfers 0.27 FTP within the Purchasing Program from the General Fund to the Administration and Accounting Services fund, for a net change of zero.

Agency Request	0.00	0	0	0	0
<i>Recommended by the Governor.</i>					
Governor's Recommendation	0.00	0	0	0	0

## FY 2020 Estimated Expenditures

Agency Request	121.00	2,468,400	21,404,800	0	23,873,200
Governor's Recommendation	121.00	2,442,000	21,384,800	0	23,826,800

## Removal of Onetime Expenditures

This decision unit removes onetime moneys appropriated for FY 2020, which include the Governor's technology initiatives and replacement items.

Agency Request	0.00	0	(112,800)	0	(112,800)
Governor's Recommendation	0.00	0	(112,800)	0	(112,800)

# Department of Administration

Analyst: Randolph

Budget by Decision Unit	FTP	General	Dedicated	Federal	Total
<b>Restore Ongoing Rescissions</b>					
Agency Request	0.00	0	0	0	0
<i>The Governor recommends restoration of the 1% General Fund rescission and sick leave rate reduction.</i>					
Governor's Recommendation	0.00	26,400	19,500	0	45,900

<b>FY 2021 Base</b>					
Agency Request	121.00	2,468,400	21,292,000	0	23,760,400
Governor's Recommendation	121.00	2,468,400	21,291,500	0	23,759,900

## Benefit Costs

Employer-paid benefit changes include an 18.9% increase (or \$2,200 per eligible FTP) for health insurance, bringing the total appropriation to \$13,850 per FTP. Also included are a one-year elimination of the unemployment insurance rate, a restoration of the Division of Human Resources rate, and adjustments to workers' compensation that vary by agency.

Agency Request	0.00	31,100	243,300	0	274,400
<i>The Governor recommends no increase for health insurance due to fewer claims than expected and changes to federal tax policies; a one-year elimination of the sick leave rate and the unemployment insurance rate; restoration of the Division of Human Resources rate; and adjustments for workers' compensation rates.</i>					
Governor's Recommendation	0.00	(2,200)	(23,600)	0	(25,800)

## Inflationary Adjustments

## Public Works, Purchasing

Public Works: Projectmates, the software used to manage construction projects and communications with all parties, will increase by \$7,200.

Purchasing: Printing Center copier leases expire at the end of FY2020 and new lease contracts will increase by \$8,000.

Agency Request	0.00	0	15,200	0	15,200
Governor's Recommendation	0.00	0	15,200	0	15,200

## Replacement Items

## Public Works, Purchasing

Purchasing requests \$61,100 from the Administration and Accounting Services Fund to replace two computers (\$3,000), one postal x-ray machine (\$35,000), and one van with an odometer reading of 58,000 miles as of August 2019, purchased in 2006 (\$23,100).

Public Works requests \$10,500 from the Administration and Accounting Services Fund to replace one insert dump bed with leaf topper.

Agency Request	0.00	0	73,200	0	73,200
Governor's Recommendation	0.00	0	73,200	0	73,200

## Statewide Cost Allocation

This request includes adjustments to recover the cost of services provided by other agencies in accordance with federal and state guidelines on cost allocation. Attorney General fees will decrease by \$62,400, risk management costs will decrease by \$5,400, State Controller fees will decrease by \$1,700, and State Treasurer fees will decrease by \$100, for a net reduction of \$69,600.

Agency Request	0.00	(10,800)	(58,800)	0	(69,600)
<i>The Governor recommends the removal of Attorney General fees within the continuously appropriated Retained Risk Fund, as it is a continuously appropriated fund.</i>					
Governor's Recommendation	0.00	(10,800)	(51,000)	0	(61,800)

# Department of Administration

Analyst: Randolph

Budget by Decision Unit	FTP	General	Dedicated	Federal	Total
-------------------------	-----	---------	-----------	---------	-------

## Change in Employee Compensation

For calculation purposes, agencies were directed to include the cost of a 1% salary increase for permanent and temporary employees.

Agency Request	0.00	6,300	74,600	0	80,900
----------------	------	-------	--------	---	--------

*The Governor recommends a 2% increase in employee compensation, distributed on merit. He does not recommend a compensation increase for group and temporary positions.*

Governor's Recommendation	0.00	12,600	147,400	0	160,000
---------------------------	------	--------	---------	---	---------

## FY 2021 Program Maintenance

Agency Request	121.00	2,495,000	21,639,500	0	24,134,500
----------------	--------	-----------	------------	---	------------

Governor's Recommendation	121.00	2,468,000	21,452,700	0	23,920,700
---------------------------	--------	-----------	------------	---	------------

### 1. Self Insured Implementation

### Insurance Management

The department requests \$350,000 onetime from the Employee Group Insurance Fund to conduct an evaluation of completely self-funding the medical and dental plans for implementation in FY 2022. The primary costs are for professional services not available within state government, and include legal analysis from an attorney knowledgeable about the Employee Retirement Income Security Act (ERISA) and additional actuarial analysis and reports. The ongoing consultant would provide advice to the program and the state on all lines of coverage as the design and funding of the health insurance program changes and employee population increases.

Agency Request	0.00	0	350,000	0	350,000
----------------	------	---	---------	---	---------

Governor's Recommendation	0.00	0	350,000	0	350,000
---------------------------	------	---	---------	---	---------

### 2. Chinden Campus - Ship/Rec Handler

### Purchasing

The department requests 1.00 FTP and \$126,500, of which \$42,300 is ongoing for personnel costs and \$84,200 is onetime, from the Administration and Accounting Services Fund to hire a new shipping and receiving materials handler at the Chinden Campus. Of the onetime appropriation request, a total of \$82,100 would be used to purchase equipment to support the new position, including: one cargo van (\$23,100) to move mail between the Capitol Mall and the Chinden Campus; one electric cart with weather proof locking cargo box (\$24,000) to deliver mail around the Chinden Campus; and one package x-ray machine (\$35,000) to be used at the Chinden Campus.

The department asserts that as agencies begin to move to the Chinden Campus, a consolidated postal location is necessary to collect and distribute mail, packages, and interdepartmental mail. Currently, 1.00 FTP of the 13.00 FTP total for Postal Services spends the day at the Chinden Campus delivering and picking up mail. This additional position would allow the postal area at the Chinden Campus to be staffed and deliveries to be made simultaneously.

Agency Request	1.00	0	126,500	0	126,500
----------------	------	---	---------	---	---------

*Recommended by the Governor with changes for benefits and compensation.*

Governor's Recommendation	1.00	0	125,000	0	125,000
---------------------------	------	---	---------	---	---------

### 3. Risk Mgmt - Loss Control Prog Mgr

### Insurance Management

The department requests 1.00 FTP, \$96,200 in ongoing funds, of which \$91,300 is for personnel costs, and \$5,400 onetime, for a total request of \$101,600 from the dedicated Retained Risk Fund to hire a new loss control program manager. According to the agency, this position would reduce the exposures, costs, and expenses that the state pays for claims on both real property and fleet vehicles.

Agency Request	1.00	0	101,600	0	101,600
----------------	------	---	---------	---	---------

*Recommended by the Governor with changes for benefits and compensation.*

Governor's Recommendation	1.00	0	101,300	0	101,300
---------------------------	------	---	---------	---	---------

# Department of Administration

Analyst: Randolph

Budget by Decision Unit	FTP	General	Dedicated	Federal	Total
<b>4. Printing Svcs - Doc Mgmt Sys</b>					<b>Purchasing</b>
The department requests \$80,000 ongoing from the Administration and Accounting Services Fund to replace expiring copier leases and lease a new document management system. The agency asserts that upgrading the machines and the software will allow the copy center to print 24 hours a day, as well as allow agencies to track mail through the system to the recipients door.					
Agency Request	0.00	0	80,000	0	80,000
Governor's Recommendation	0.00	0	80,000	0	80,000
<b>5. Design/Construction Project Manager</b>					<b>Public Works</b>
The department requests 1.00 FTP, \$87,600 ongoing for personnel costs and training, and \$5,000 onetime for purchase of an office setup, for a total of \$92,600, to hire a new project manager within the Division of Public Works. The number and complexity of construction projects has increased over the past few years, and currently, Public Works has 11 project managers, who as of July 1, 2019 handled a total of 485 active projects with a combined value of over \$445,000,000.					
Agency Request	1.00	0	92,600	0	92,600
<i>Recommended by the Governor with changes for benefits and compensation.</i>					
Governor's Recommendation	1.00	0	92,100	0	92,100
<b>6. Capitol Mall - Shipping/Receiving Handler</b>					<b>Purchasing</b>
The department requests 1.00 FTP and \$42,300 ongoing in personnel costs from the Administration and Accounting Services Fund to hire a primary receiver and preparer of packages for delivery. As the Capitol Mall moves to a more secure mail delivery and inspection system, central postal may become the primary location for all package delivery. The postal services function currently has 13.00 FTP, which includes seasonal and part-time help.					
Agency Request	1.00	0	45,400	0	45,400
<i>Recommended by the Governor with changes for benefits and compensation.</i>					
Governor's Recommendation	1.00	0	43,900	0	43,900
<b>7. LBJ Room 100 Remodel</b>					<b>Management Services</b>
The department requests \$314,400 onetime from four dedicated funds, of which \$164,800 would be allocated for remodel and update costs and \$149,600 would be allocated for cubicle purchase, to update room 100 in the Len B. Jordan (LBJ) Building. The room is currently occupied by the Office of Information Technology Services, and after the office is fully transferred to the Chinden Campus, the Office of Group Insurance, Idaho Second Injury Fund (ISIF), and the Purchasing Division will be housed in the space. The cost per square foot for this room remodel is \$33.00.					
Agency Request	0.00	0	314,400	0	314,400
Governor's Recommendation	0.00	0	314,400	0	314,400
<b>8. Projectmates Licenses</b>					<b>Public Works</b>
The department requests \$25,000 ongoing from the Permanent Building Fund to purchase an additional 100 user licenses for maintenance/support for the project management system, Projectmates. The additional licenses will allow agencies and contract vendors to access Projectmates for existing capital development projects. The agency asserts there is a continual shortage of licenses for users, who are required to be active in the system and submit critical documents, invoices, and approve contracts.					
Agency Request	0.00	0	25,000	0	25,000
Governor's Recommendation	0.00	0	25,000	0	25,000
<b>9. Purchasing Consultant</b>					<b>Purchasing</b>
Agency Request	0.00	0	0	0	0
<i>The Governor recommends \$150,000 from dedicated funds to hire a purchasing consultant to improve the state's purchasing process. The information gained from the assessment may be incorporated to build upon best practices and provide other information to strengthen training, contract management, or over oversight functions.</i>					
Governor's Recommendation	0.00	0	150,000	0	150,000

# Department of Administration

Analyst: Randolph

Budget by Decision Unit	FTP	General	Dedicated	Federal	Total
<b>OITS 1 - Operating Costs</b>					
Agency Request	0.00	0	0	0	0
<i>The Governor recommends this agency's share of ongoing funding to pay the Office of Information Technology Services for security software and data center office space located at the Chinden Campus.</i>					
Governor's Recommendation	0.00	0	1,600	0	1,600
<b>OITS 2 - Servers and Licensing</b>					
Agency Request	0.00	0	0	0	0
<i>The Governor recommends this agency's onetime share of funding for software licensing, server infrastructure, and storage to expand system capabilities on core systems and to maintain agency-specific software.</i>					
Governor's Recommendation	0.00	0	18,900	0	18,900
<b>OITS 4 - Agency Billings</b>					
Agency Request	0.00	0	0	0	0
<i>The Governor recommends increases to certain agency budgets where OITS billings were in excess of the current year appropriation.</i>					
Governor's Recommendation	0.00	0	100	0	100
<b>2% General Fund Reduction &amp; Exemptions</b>					
Agency Request	0.00	0	0	0	0
<i>The Governor recommends a 2% ongoing General Fund reduction across all object codes. To accomplish this reduction the Governor also recommends an exemption from Section 67-3511 (1), (2), and (3), Idaho Code, allowing unlimited transfers of all appropriated moneys among personnel costs, operating expenditures, capital outlay, and trustee and benefit payments, as well as between budgeted programs. This exemption requires legislative approval.</i>					
Governor's Recommendation	0.00	(49,400)	0	0	(49,400)
<b>FY 2021 Total</b>					
Agency Request	125.00	2,495,000	22,775,000	0	25,270,000
Governor's Recommendation	125.00	2,418,600	22,755,000	0	25,173,600
Agency Request					
Change from Original App	4.00	26,600	1,500,100	0	1,526,700
% Change from Original App	3.3%	1.1%	7.1%		6.4%
Governor's Recommendation					
Change from Original App	4.00	(49,800)	1,480,100	0	1,430,300
% Change from Original App	3.3%	(2.0%)	7.0%		6.0%